

## PRIVACY NOTICE 2017-18 for Ounsdale High School

### Privacy Notice - Data Protection Act 1998

We **Ounsdale High School** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). Where appropriate we will send to relevant National Health Service personnel (eg school nurses, the NHS Health Informatics Team) information on individual pupils changing school (or address) to ensure continuity of health care.

We use a company called Incentivated to provide our SMS text messaging service. We share the following information with this company; student name, student admission number, student year group and parent mobile number. This data is not shared with any other organisation and only we can access Ounsdale High School data to send text messages to parents. Incentivated do not use school data or phone numbers for any marketing purposes. Incentivated is registered through the Data Protection Act and a copy of their privacy statement can be viewed at [www.incentivated.com](http://www.incentivated.com).

We share information about attendance and assessment with OFSTED when they inspect the school although this is done without pupil names being attached. We also share information about pupils when registering them for external examinations with the exam boards. Each student is allocated a candidate exam number and it is this number that the exam boards will use when corresponding with the school.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform Mrs Debra Ingram if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.

If you want to see a copy of the information about you that we hold and/or share, please contact **Mrs Debra Ingram (01902 504938)**.

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.ousdale.co.uk](http://www.ousdale.co.uk)  
<http://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx> and  
<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Information Governance Unit  
Staffordshire County Council  
St Chad's Place  
Stafford  
ST16 2LR  
e-mail: [foi@staffordshire.gov.uk](mailto:foi@staffordshire.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288